

ORDER FOR SUPPLIES OR SERVICES						CONTRACT FILE		PAGE 1 OF 5	
1. CONTRACT/PURCH ORDER/AGREEMENT NO. F33657-95-D-2967		2. DELIVERY ORDER/ CALL NO. 0031		3. DATE OF ORDER/CALL (YYYYMMDD) 06 JUN 2000		4. REQUISITION/PURCH REQUEST NO. SEE SECTION G		5. PRIORITY DO-A1	
ASC/CDS USAF/AFMC ASC/CDS BLDG 16, AREA B 2275 D. STREET WRIGHT PATTERSON AFB OH 45433-7233 STAFFAN L. RONALD (937) 255-7003 X4656 Ronald.Staffan@wpafb.af.mil		CODE FA8622		7. ADMINISTERED BY (If Other than 6) DCMC PHILADELPHIA P.O. BOX 7699 PHILADELPHIA PA 19145-7699 SCD: C PAS: (NONE)		CODE S3915A		8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)	
9. CONTRACTOR SEMCOR, INC NAME AND ADDRESS 815 EASTGATE DR MOUNT LAUREL NJ 08054-1208 See DD254 for Cleared Address		CODE 4M919		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. X IF BUSINESS IS <input checked="" type="checkbox"/> SMALL SMALL DISADVANTAGED WOMEN-OWNED	
14. SHIP TO SEE SCHEDULE		CODE		15. PAYMENT WILL BE MADE BY DFAS-CO/NEW DOMINION DIVISION P O BOX 182041 COLUMBUS OH 43218-2041 EFT:T		CODE SC1018		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.	
16. TYPE OF ORDER		DELIVERY/ CALL <input checked="" type="checkbox"/>		This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract					
		PURCHASE		Reference your furnish the following on items specified herein.					
				ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME					
NAME OF CONTRACTOR SIGNATURE TYPED NAME AND TITLE DATE SIGNED (YYYYMMDD)									
If this box is marked, supplier must sign Acceptance and return the following number of copies:									
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE See Section G									
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/SERVICES			20. QUANTITY ORDERED/ ACCEPTED*		21. UNIT	22. UNIT PRICE	23. AMOUNT
*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA DBAKER BY: <i>Chene J Baker 2 Jun 00</i> CONTRACTING/ORDERING OFFICER			25. TOTAL \$104,062.00		29. DIFFERENCES
26. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED DATE SIGNATURE AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				27. SHIP NO.		28. D.O. VOUCHER NO.		30. INITIALS	
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT. DATE SIGNATURE AND TITLE OF CERTIFYING OFFICER				PARTIAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR	
				FINAL					
				32. PAYMENT					
				COMPLETE				34. CHECK NUMBER	
				PARTIAL				35. BILL OF LADING	
				FINAL					
37. RECEIVED AT		38. RECEIVED BY (Print)		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.	
								42. S/R VOUCHER NO.	

1. This delivery order 0031 is issued pursuant to H-013 "Orders" of the basic contract F33657-95-D-2967. The contractor shall provide effort in accordance with the Statement of Work (SOW), entitled " FINANCIAL MANAGEMENT/COMPTROLLER FUNCTIONAL MANPOWER SUPPORT ", dated 18 May 2000 at a ceiling amount of \$104,062.00. This order is fully funded and will carry this effort to completion 26 Feb 2001.

2. In accordance with clause 52.232.20 "Limitation of Cost" CLIN 0005, Travel, is fully funded in the amount of \$129.00. This funded amount will carry this effort through to completion 26 Feb 01.

3. SECTION B: The Supplies/Services Schedules are set forth on page 3 hereto.

4. SECTION G: Appropriation and Accounting Classification data is set forth on page 4 hereto.

5. SECTION H: In accordance with AFMC FAR Sup 5352.245-9000, Base Support will be provided by ASC/FMF. Access to phones, copiers, facsimile machines, computer resources and generic office supplies will be provided.

6. SECTION J: list of attachment is set forth on page 5 hereto:

DOCUMENT	TITLE AND DATE	# of Pages
Atch 1	Statement of Work Financial Management/ Comptroller Functional Manpower Support	2
Atch 2	Contract Security Classification DD Form 254-1 June 00	4
Exhibit A	Contract Data Requirements List (CDRL) 1001	1

ITEM	SUPPLIES OR SERVICES	Qty Purch Unit	Unit Price Total Item Amount
------	----------------------	-------------------	---------------------------------

0001\$103,933.00

Noun: FINANCIAL MANAGEMENT/COMPTROLLER FUNCTIONAL
MANPOWER SUPPORT
ACRN: AA
Security: U
DD1423 is Exhibit: A
Contract type: Y - TIME AND MATERIALS
Completion Date: 26 FEB 2001
Descriptive Data:

- a. The contractor shall provide Financial Management/Comptroller Functional Manpower Support in accordance with the Statement of Work(SOW), dated 18 May 00, Section J, Atch 1. This CLIN is fully funded.
- b. Listed below are the negotiated labor categories and corresponding labor hours for each category:

YEAR 5

CONTRACTOR	LABOR CATEGORY	ESTIMATED HOURS
Sub (On-Site)	Analyst	1,416
Prime (On-Site)	Senior Analyst	1,416
Sub (Off-Site)	Manager	57
Prime (Off-Site)	Senior Analyst/PL	46
Prime (Off-Site)	Manager	39
TOTAL HOURS		2,974

0002NSP

Noun: DATA
ACRN: AA
Security: U
Contract type: Y - TIME AND MATERIALS
Completion Date: 26 FEB 2001
Descriptive Data:

The contractor shall submit data in accordance with Exhibit A, Contract Data Requirements List (DD Form 1423-1) dated 18 May 00. The Price of this CLIN is included in the price of CLIN 0001 above.

0005\$129.00

Noun: TRAVEL AND COMPUTER SERVICES
ACRN: AA
Security: U
Contract type: S - COST
Completion Date: 26 FEB 2001
Descriptive Data:

- a. Travel and computer services in the performance of CLIN 0001 above
- b. This CLIN is fully funded.

ACRN	Appropriation/Lmt Subhead/Supplemental Accounting Data	Obligation Amount
AA	57 03400 300 4720 2N1501 040000 592IA 72806F 503000 F03000	\$104,062.00
	<i>Funding breakdown:</i> On CLIN 0001: \$103,933.00	
	On CLIN 0002: \$0.00	
	On CLIN 0005: \$129.00	
	<i>PR/MIPR:</i> GFMFQ007205000 \$104,062.00	
	<i>Descriptive data:</i>	
	The fund cite as it appears on the PR:	
	5703400 300 4720 2N1501 04000 5921A 72806F 503000 F03000	
	FSR: 009594 PSR: 562821 DSR: 148545	

DOCUMENT	PGS	DATE	TITLE
EXHIBIT A	1	18 MAY 2000	CONTRACT DATA REQUIREMENTS LIST (CDRL)1001-18 MAY 2000
ATTACHMENT 1	2	18 MAY 2000	STATEMENT OF WORK (SOW) ENTITLED " FINANCIAL MANAGEMENT/COMPTROLLER FUNCTIONAL MANPOWER SUPPORT".
ATTACHMENT 2	4	01 JUN 2000	DD FORM 254

18 May 2000

**Statement of Work
for
Financial Management/Comptroller Functional Manpower Support**

1.0 BACKGROUND: The Financial Management (FM)/Comptroller office is responsible for the implementation, training, and management of various automated financial management Systems that contain vital Financial Management information that must be available to the Comptroller community in order to efficiently accomplish their jobs. These systems include, but are not limited to: Paperview (BQ), Central Procurement Accounting System (CPAS), Automated Business Services System (ABSS), Obligation Adjustment Reporting System (OARS), Systems Programs Office Management Information System (SPOMIS), Automated Reconciliation System (ARS), Mechanization of Contracts Administration Services (MOCAS), and Microbased Budget Automated System (MicroBAS). The effort defined in this Statement of Work will enable the Comptroller to provide quality service, training and support to our customers in the System Program Offices (SPOs) and across all of Wright Patterson Air Force Base (AFB). With the advent of ABSS and other automated financial management systems, the workload has increased to a point where a reasonable level of service can no longer be supported without Advisory & Assistance Services (A&AS).

2.0 PURPOSE: To assist the Comptroller staff in providing systems administration: help desk support; troubleshooting and resolution; interface with centralized help desks; development of training courses and updates; as well as over-the-phone and over-the-shoulder instruction to our customers in the SPOs and across all of Wright Patterson AFB, when necessary.

3.0 SCOPE:

3.1 Financial Management Systems Administration & Training. The contractor shall:

- a. Trouble-shoot and resolve problems based on financial management systems expertise and interface with centralized system help desks.
- b. Provide over-the-phone and over-the-shoulder instruction, when necessary.
- c. Develop and update systems training materials.
- d. Conduct formal systems training classes. as needed.
- e. Establish and maintain system accounts, including user IDs, passwords. Permissions, as well as maintain system tables, as needed.
- f. Record, track and report the status of system problems and resolution.
- g. Create and maintain records of system accounts.

h. Maintain other records related to the operation of financial management systems as required.

i. Provide monthly report summarizing accounts established, number and types of advise and assistance given and training activities including material developed and classes given. (CDRL 1001).

(ref. Basic SOW, para. 3.6)

3.2 Financial Management Systems Help Desk Support. The contractor shall:

a. Receive and log phone calls to the help desk.

b. Provide over-the-phone instruction based on working knowledge of financial management systems.

c. Establish and maintain system accounts, including user IDs, passwords, permissions, as well as maintain system tables, as needed.

d. Record, track, and report the status of system problems and resolution.

e. Create and maintain records of system accounts.

f. Provide administrative support to functions of Automation/Training Group.

g. Provide monthly report summarizing accounts established, number, types and status of calls to help desk, and number, types and status of system problems and resolution. (CDRL 1001).

(ref. Basic SOW, para. 3.6)

4.0 RESPONSIBILITIES: The contractors will provide assistance to users in accessing and using the automated financial management systems, as well as interfacing with system users and centralized system help desks in order to troubleshoot and resolve problems. Contractor shall provide system status information and recommend actions necessary to solve problems (Ref. CDRL item 0001).

5.0 GENERAL: Work will be performed in ASC/FMF. Bldg. 1, Area C, Wright Patterson AFB, OH 45433 during normal, government working hours. The contractor will have access to government financial records as well as to government accounting databases and automated systems. Contractor is required to have secret clearance for access to certain financial management systems. Contractor may be required to travel to supported offices at Wright Patterson AFB in order to train users and/or troubleshoot specific problems.

6.0 COGNIZANT OFFICE: Ms. Deanna Gonet, ASC FMFQM, Phone: 937-257-7040 ext. 208, Fax: 937-656-2021.

<div>DEPARTMENT OF DEFENSE</div> <div>CONTRACT SECURITY CLASSIFICATION SPECIFICATION</div> <div>(The requirements of the DoD Industrial Security Manual apply to all security aspects of this effort)</div>				<div>1. CLEARANCE AND SAFEGUARDING</div> <div>a. FACILITY CLEARANCE REQUIRED</div> <div>Secret</div> <div>b.LEVEL OF SAFEGUARDING REQUIRED</div> <div>N/A</div>			
2. THIS SPECIFICATION IS FOR: (X and complete as applicable)				3. THIS SPECIFICATION IS: (X and complete as applicable)			
<div>X</div> <div>a. PRIME CONTRACT NUMBER</div> <div>F33657-95-D-2967/0031 Exp Date: 26 Feb 01</div>		<div>X</div> <div>a. ORIGINAL (Complete date in all cases)</div> <div></div>		<div>Date (YYMMDD)</div> <div>6 01 01</div>			
<div>b. SUBCONTRACT NUMBER</div> <div></div>		<div>b. REVISED (Supersedes all previous specs)</div> <div></div>		<div>Revision No.</div> <div></div>			
<div>c SOLICITATION OR OTHER NUMBER</div> <div></div>		<div>DUE Date (YYMMDD)</div> <div></div>		<div>c. FINAL (Complete Item 5 in all cases)</div> <div></div>			
<div>4. IS THIS A FOLLOW-ON CONTRACT?</div> <div><div>X</div> YES <div></div> NO. If Yes, complete the following:</div> <div>Classified material received or generated under <u>F33657-95-D-2967/0021</u> (Preceding Contract Number) is transferred to this follow-on contract</div>							
<div>5. IS THIS A FINAL DD FORM 254?</div> <div><div></div> YES <div></div> NO. If Yes, complete the following:</div> <div>In response to the contractor's requested dated _____, retention of the identified classified material is authorized for the period of _____</div>							
6. CONTRACTOR (Include Commercial and Government Entity (CAGE) Code)							
<div>a. NAME, ADDRESS, AND ZIP CODE</div> <div>SEMCOR, Inc</div> <div>815 East Gate Drive</div> <div>Mount Laurel NJ 08054-1240</div>		<div>b. CAGE CODE</div> <div>4M919</div>		<div>c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)</div> <div>DSS Mid-Atlantic (OMA)</div> <div>770 Woodlane Rd Ste 12</div> <div>Mount Holly NY 08060-3802</div>			
7. SUBCONTRACTOR							
<div>a. NAME, ADDRESS, AND ZIP CODE</div> <div>N/A</div>		<div>b. CAGE CODE</div> <div>N/A</div>		<div>c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)</div> <div>N/A</div>			
8. ACTUAL PERFORMANCE							
<div>a. LOCATION</div> <div>SEMCOR</div> <div>5100 Springfield Pike, Suite 200</div> <div>Dayton, Ohio 45431</div>		<div>b. CAGE CODE</div> <div>8Z501</div>		<div>c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)</div> <div>DSS Midwest (OMW)</div> <div>610 South Canal Room 800</div> <div>Chicago, IL 60607-4599</div>			
9. GENERAL IDENTIFICATION OF THIS PROCUREMENT							
To assist the Comptroller staff in providing systems administration; help desk support; trouble-shooting and resolution; interface with centralized help desk; development of training courses and updates; as well as over-the-phone and over-the-shoulder instruction to our customers in the SPOs and across all of Wright-Patterson AFB, when necessary.							
10. THIS CONTRACT WILL REQUIRE ACCESS TO:				11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:			
<div>YES</div> <div>NO</div>				<div>YES</div> <div>NO</div>			
<div>a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION</div> <div></div> <div>X</div>				<div>a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY</div> <div>X</div> <div></div>			
<div>b. RESTRICTED DATA</div> <div></div> <div>X</div>				<div>b. RECEIVE CLASSIFIED DOCUMENTS ONLY</div> <div></div> <div>X</div>			
<div>c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION</div> <div></div> <div>X</div>				<div>c. RECEIVE AND GENERATE CLASSIFIED MATERIAL</div> <div></div> <div>X</div>			
<div>d. FORMERLY RESTRICTED DATA</div> <div></div> <div>X</div>				<div>d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE</div> <div></div> <div>X</div>			
<div>e. INTELLIGENCE INFORMATION</div> <div></div> <div>X</div>				<div>e. PERFORM SERVICES ONLY</div> <div></div> <div>X</div>			
<div>(1) Sensitive Compartmented Information (SCI)</div> <div></div> <div>X</div>				<div>f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S. PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES</div> <div></div> <div>X</div>			
<div>(2) Non-SCI</div> <div></div> <div>X</div>				<div>g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER</div> <div></div> <div>X</div>			
<div>f. SPECIAL ACCESS INFORMATION</div> <div></div> <div>X</div>				<div>h. REQUIRE A COMSEC ACCOUNT</div> <div></div> <div>X</div>			
<div>g. NATO INFORMATION</div> <div></div> <div>X</div>				<div>i. HAVE TEMPEST REQUIREMENTS</div> <div></div> <div>X</div>			
<div>h. FOREIGN GOVERNMENT INFORMATION</div> <div></div> <div>X</div>				<div>j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS</div> <div></div> <div>X</div>			
<div>i. LIMITED DISSEMINATION INFORMATION</div> <div></div> <div>X</div>				<div>k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE</div> <div></div> <div>X</div>			
<div>j. FOR OFFICIAL USE ONLY INFORMATION</div> <div>X</div> <div></div>				<div>l. OTHER (Specify)</div> <div>Notification of Government security activity required.</div> <div>X</div>			
<div>k. OTHER (Specify)</div> <div></div> <div>X</div>				<div>See Addendum</div> <div></div>			

12. PUBLIC RELEASE. Any information (classified or unclassified) pertaining to this contract shall not be released for public dissemination except as provided by the Industrial Security Manual or unless it has been approved for public release by appropriate Government authority. Proposed public releases shall be submitted for approval prior to release

☐ Direct ☒ Through (Specify):

ASC/PA - 1865 Fourth Street, Suite 15 - Wright-Patterson AFB OH 45433-7129

to the Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs) for review.
In the case of non-DoD User Agencies, requests for disclosure shall be submitted to that agency.

13. SECURITY GUIDANCE. The security classification guidance need for this classified effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes; to challenge the guidance or the classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. (Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any documents/guidelines/extracts reference herein. Add additional pages as needed to provide complete guidance.)

The National Industrial Security Program Operating Manual (NISPOM), Jan 95, applies to this contract.

- a. Ref Blk 10j: For Official Use Only applies. See Addendum.
- b. Ref Blk 11a: The releasing government activity will furnish complete classification guidance for the service to be performed. Contractor performance is restricted to organization supported by ASC/FMF on WPAFB OH.
- c. Ref Blk 11l: The Notification of Government Security Activity/Visitor Group Security Agreement clause applies. See Contract Section I for details.
- d. Functional Area Evaluator: Deanna M. Gonet, ASC/FMFQC, (937) 257-7040 X208.
- e. Functional Area Chief: Dorothy C. Schroeder, ASC/CDSY, (937) 255-7003 X 4633.
- f. Ref Blk 17f: Distribution: ASC/SYSPC, 1801 Tenth St, Ste 1, WPAFB OH 45433-7625

REVIEWED AND COORDINATED BY: ELLEN G. DYSON, ASC/SYSPC, (937) 255-2878 x210 on 1 June 2000.

14. ADDITIONAL SECURITY REQUIREMENTS. Requirements, in addition to ISM requirements, are established for this contract. (If Yes, identify the pertinent contractual clauses in the contract document itself, or provide an appropriate statement which identifies the additional requirements. Provide a copy of the requirements to the cognizant security office. Use Item 13 if additional space is needed.)

☐ Yes ☒ No

15. INSPECTIONS. Elements of this contract are outside the inspection responsibility of the cognizant security office. (If Yes, identify specific areas or elements carved out and the activity responsible for inspections. Use Item 13 if additional space is needed.)

☒ Yes ☐ No

ASC/SYSPC will maintain security oversight for performance on Wright-Patterson AFB OH.

16. CERTIFICATION AND SIGNATURE. Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below.

a. TYPED NAME OF CERTIFYING OFFICIAL Diane F. Baker	b. TITLE Contracting Officer	c. TELEPHONE (Include Area Code)
d. ADDRESS (Include Zip Code) ASC/CDSK 2275 D Stret WPAFB OG 45433-1723		17. REQUIRED DISTRIBUTION <input checked="" type="checkbox"/> a. CONTRACTOR <input type="checkbox"/> b. SUBCONTRACTOR <input checked="" type="checkbox"/> c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR <input type="checkbox"/> d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION <input checked="" type="checkbox"/> e. ADMINISTRATION CONTRACTING OFFICER <input checked="" type="checkbox"/> f. OTHERS AS NECESSARY
e. SIGNATURE Diane F. Baker		

ADDENDUM TO DD FORM 254
24 January 2000

FOR OFFICIAL USE ONLY (FOUO)

1. **GENERAL:** FOUO is information that has not been given a security classification pursuant to the criteria of an Executive Order, but which may be withheld from the public because disclosure would cause a foreseeable harm to an interest protected by one or more of the Freedom of Information Act (FOIA) exemptions 2 through 9. Additional information on FOUO may be obtained by contacting the User Agency. FOUO is assigned to information at the time it is created in a DoD Agency or derivatively as instructed in a Security Classification Guide.

2. **MARKING:**

a. FOUO information received (released by a DoD component) should contain the following marking, when received: ***THIS DOCUMENT CONTAINS INFORMATION EXEMPT FROM MANDATORY DISCLOSURE UNDER FOIA. EXEMPTION(S) _____ APPLIES/APPLY.***

b. Mark an unclassified document containing FOUO information "FOR OFFICIAL USE ONLY" at the bottom of each page containing FOUO information and on the bottom of the front page or front cover (if any) and on the back of the last page and on the back cover (if any). Each paragraph containing FOUO information shall be marked as such.

c. Within a classified document, an individual page that contains both FOUO and classified information shall be marked at the top and bottom with the highest security classification of information appearing on the page. Individual paragraphs shall be marked at the appropriate classification level, as well as unclassified or FOUO, as appropriate. An individual page that contains FOUO information but no classified information shall be marked "FOR OFFICIAL USE ONLY" at the top and bottom of the page, as well as each paragraph that contains FOUO information. NOTE: For "production efficiency" the entire document may be marked top and bottom with the highest level of classification contained within it, as long as every paragraph is marked to reflect the specific classification of the information it contains.

d. Mark other records, such as computer print outs, photographs, films, tapes, or slides "FOR OFFICIAL USE ONLY" so that the receiver or viewer knows the record contains FOUO information.

e. Mark each part of a message that contains FOUO information. Unclassified messages containing FOUO information must show the abbreviation "FOUO" before the text begins.

4. **DISSEMINATION:** FOUO may be disseminated between officials of DoD Components, DoD contractors, consultants and grantees to conduct official business for DoD. Recipients shall be made aware of the status of such information and transmission shall be by means that preclude unauthorized public disclosure.

5. **TRANSMISSION:** FOUO information shall be transmitted in a manner that prevents disclosure of the contents. When not commingled with classified information, it may be sent via first-class mail or parcel post. Bulky shipments, i.e. testing materials, that otherwise qualify under postal regulations, may be sent by fourth-class mail. FOUO information may also be sent over facsimile equipment; however, when deciding whether to use this means, balance the sensitivity of the records against the risk of disclosure. Consider the location of sending and receiving machines and ensure authorized personnel are available to receive the FOUO information as soon as it is transmitted. Transmittal documents shall call attention to the presence of FOUO attachments. FOUO information may also be sent via e-mail, if it is sent via a system that will prevent unintentional or unauthorized disclosure.

6. **STORAGE:** To safeguard FOR OFFICIAL USE ONLY records during normal duty hours, place them in an out-of-sight location if your work area is accessible to persons who do not have a valid need for the information. After normal duty hours, store FOUO records to prevent unauthorized access. File them with other unclassified records in unlocked files or desks when normal internal building security is provided. When there is no internal building security, locked buildings or rooms normally provide adequate after-hours protection. If such protection is not considered adequate, FOUO material shall be stored in locked containers such as file cabinets, desks, or bookcases. *Expenditure of funds for security containers or closed areas solely for the protection of FOUO data is prohibited.*

7. **DESTRUCTION:** When no longer needed, FOUO information shall be disposed of by any method that will preclude its disclosure to unauthorized individuals.

(Reference DoD Regulation 5400.7/Air Force Supplement, 22 July 1999.)

ADDENDUM TO DD FORM 254
05 February 1999

NOTIFICATION OF GOVERNMENT SECURITY ACTIVITY

1. Thirty days **before** the date Contractor operations will begin on Wright-Patterson AFB OH, the Contractor shall provide ASC/SYSPC, 1801 Tenth Street, WPAFB, OH 45433-7625 the following information:

a. The name, address, and telephone number of your company's Facility Security Officer and your designated on-site security representative;

b. The contract number and military contracting command;

c. The highest classification category of defense information to which Contractor employees will have access;

d. The date Contractor operations will begin on WPAFB OH;

e. The estimated completion date of operations on WPAFB OH;

2. This requirement is in **addition** to visit request notification procedures contained in DoD 5220.22M, National Industrial Security Program Operating Manual, Chapter 6.

DD FORM 1423-1, AUG 96 Computer Generated PREVIOUS EDITION MAY BE USED. Page __ of __ Pages